

Job Description
Missouri State Highway Patrol

Class Title: Account Clerk II - Radio Shop

Title Code: V00812

Effective Date: 01/09/04

Date Reviewed:

Date Revised: 12/27/04

Immediate Supervisor: Chief Technical Engineer

Position Supervised: None

FLSA Classification: Non-exempt

Working Hours: An employee in this position works an eight-hour shift as directed by the division director; however, working hours are subject to change at the discretion of the commanding authority.

POSITION SUMMARY

This is a position where the employee performs moderately complex bookkeeping and related clerical work in the maintenance and review of financial records. Work includes the posting of routine entries in ledgers, examining and coding financial documents, and simple balancing operations and arithmetic computations of financial data in accordance with existing procedures. Duties include record keeping and inventory of equipment. Work is performed according to specific instructions transmitted orally or in written form by a superior who checks work upon completion to ensure conformance with established rules, policies, and procedures.

DESCRIPTION OF DUTIES PERFORMED

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Types, checks, and/or processes purchase orders and invoices; forwards purchase orders and invoices to Budget and Procurement Division staff for processing; answers questions associated with the status of purchase orders and invoices from within and outside the organization.

Types, thoroughly proofreads, copies, forwards, and files a variety of documents (e.g., expenditures, receipts, and obligations; purchase orders; requisitions, etc.).

Maintains and verifies all time accounting records (e.g., sick leave, annual leave, and compensatory time) in the appropriate computer systems for component's staff; generates, reconciles, and disseminates timekeeping reports to appropriate personnel.

Maintains inventory records of nonexpendable property.

Checks supplies in storage area and prepares a requisition for supplies and forms; receives and processes requests from component staff reference supply needs; stocks supplies upon delivery.

Answers the telephone; ascertains purpose of call and furnishes information from knowledge of agency policies, rules, and procedures; transfers calls to appropriate individual if further assistance is needed.

Supports other Communication Division clerical staff when necessary.

Assists with job duties related to the MULES Users Training Conference (e.g., making arrangements with convention center; procuring equipment; printing and mailing brochure; photocopying and assembling

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training packets; registration of program participants; handling problems, concerns or special requests, etc.).

Operates standard office equipment (e.g., calculator, typewriter, telephone, copier, fax machine, shredder, teletype printer, personal computer, printer, etc.).

Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of bookkeeping principles and practices.

Working knowledge of office methods and procedures.

Ability to read English effectively.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to maintain various records and files.

Ability to establish and maintain harmonious working relations with others.

Ability to make arithmetic calculations with speed and accuracy.

Ability to understand and follow oral and written directions.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to operate basic office machines.

Ability to exercise judgment and discretion.

Possess the skill to operate a calculator with a high degree of accuracy.

Ability to type 40 words per minute with ten (10) errors or less.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.

MINIMUM EXPERIENCE, EDUCATION, AND TRAINING REQUIRED

(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Graduation from a standard high school or possess a GED and at least one year experience as an Account Clerk I or comparable experience.